



**NOTICE OF VACANCY  
October 8, 2015**

**POSITION: Fleet Services Technician**

**DEPARTMENT: Fleet Services**

**SALARY: \$48,909 - \$54,770**

**HOURS: Tuesday – Saturday 7:00am to 3:00pm**

**General Statement of Duties and Responsibilities:**

Performs maintenance tasks of a skilled nature on different types of motorized equipment of varying sizes and categories. The incumbent is responsible for carrying out various repair tasks and exercising proper judgment of these tasks. The incumbent must have the skills to operate and understand a variety of electronic testing equipment for various types of equipment and systems. May be required to perform welding as part of the daily job functions.

**Supervision Received:**

Works under the general direction of the Fleet Supervisor or his designee.

**Supervision Exercised:**

May be responsible for the conduct of lower grade individuals under routine circumstances.

**Duties and Responsibilities**

1. Performs technical and skilled inspections, diagnosis, modification, repair and programmed maintenance on all Town of Framingham equipment of various makes and models.
2. Inspects, troubleshoots and repairs vehicle electrical systems including ignition, charging and starting systems.
3. Performs analysis and diagnosis on vehicle braking systems including anti-lock brakes.
4. Performs front end and suspension work such as wheel alignment, wheel balancing and all associated component replacement.
5. Performs electronic diagnosis on engines and transmissions.
6. May perform auto body work and related welding and metal working duties as required.
7. Must be familiar with the rules and regulations of the Registry of Motor Vehicles.
8. Operates all vehicles in connection with repair and maintenance duties.
9. Performs miscellaneous maintenance and repair tasks on municipal buildings and equipment.
10. Keeps abreast of the latest technological innovations pertaining to the equipment repair and maintenance trade by attending courses and reviewing trade journals.
11. Performs all work in accordance with the standard principles of the trade as they may apply to safety in the work place.
12. Prepares accurate work order forms detailing labor, equipment and material pertaining to a particular task.
13. Performs routine maintenance on shop tools and equipment in order that they are kept in good working order
14. Maintains the repair shop in a neat, clean and orderly condition at all times.

15. Must provide and maintain a basic set of mechanical tools necessary to perform job functions.
16. Performs other related duties that may be required.

**Qualifications and Entrance Requirements:**

Working Knowledge of the following:

1. Applicable state, municipal and departmental rules and regulations pertaining to the safe repair and maintenance of all types of motor equipment.
2. Automotive maintenance techniques and practices employed in the skilled repair and maintenance of all types of motor equipment and other equipment utilized by the Town.

**The Ability To:**

1. Recognize conditions requiring maintenance and repair; perform these repairs as necessary.
2. Work alone without close supervision
3. Operate in a safe and efficient manner tools and equipment incidental to performing assigned tasks.
4. Exercise proper professional and technical judgment
5. Perform moderately heavy material handling
6. Work in difficult positions when necessary
7. Work scheduled and unscheduled overtime as may be required.
8. Meeting physical requirements necessary to perform duties including successful completion of periodic physical examinations
9. Ability and willingness to comply with Town and Department policies and procedures.

**Entrance Requirements**

- Five years of paid experience in the motor equipment repair field.
- Must possess a valid Commonwealth of Massachusetts Class B CDL license and Massachusetts Department of Safety Hoisting License 2B/1C.
- Good physical condition as evidenced by a physical examination at the Occupational Health Clinic.
- Must possess a Commonwealth of Massachusetts Registry of Motor Vehicles Diesel Emission and Heavy Duty Certificate.

**Performance Evaluation Provision**

This position is subject to the performance evaluation and step increase provision as established within the 2003 reorganization of the Department.

Performance evaluations shall be performed annually by the Division Director or his/her designee.

These evaluations shall be used to establish goals and objectives, measure progress and accountability and to identify areas where an employee's performance may require improvement.

A good performance evaluation shall be the minimum requirement in order to achieve an annual step increase in wage.

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**

